

CHAPTER 6. SUPPORT AND BASIC MATERIALS

A. General.

1. Services. The basic law authorizing the Auxiliary provides Coast Guard (CG) resources and facilities may be employed in Auxiliary administration and operation, and certain appropriations may be made available for such purpose. The CG may provide the Auxiliary with use of:
 - a. Available CG shore facilities for Auxiliary meetings and for conducting authorized educational and training programs.
 - b. Where possible, appropriate CG training aids and operational equipment such as (but not limited to) dewatering pumps, computers, fax machines, radios, and pagers.
 - c. Services of CG personnel assigned concerning administrative, training, and educational activities.
 - d. CG exchanges for the purchase of all goods and services except alcohol and tobacco products.
2. Auxiliary National Supply Center. The CG maintains the Auxiliary National Supply Center (ANSC), in Granite City, Illinois. The ANSC is operated at government expense by a commercial contractor directed by G-OCX-1 personnel. ANSC supplies Auxiliary units with training publications, forms, manuals, pamphlets, posters, medals, and ribbons. These items are provided at government expense by the CG for Auxiliary training and administration. Unit elected leaders, national staff members, unit materials members, and Directors may order from the ANSC.
3. Auxiliary Center. The Auxiliary Center (AUXCEN) (formerly the Auxiliary National Materials Center) stocks Auxiliary flags, pennants, burgees, and certain uniform accessories, public education materials, etc. These items are available for sale through district materials centers. Members should not confuse the Auxiliary National Supply Center (ANSC) with the Auxiliary Center (AUXCEN). The CG Auxiliary National Board, Inc. (Board, Inc.) operates AUXCEN in Crestwood, MO (St. Louis) and receives no government funding.
4. Course Materials. The CG reviews and approves all official CG Auxiliary public education course materials. Board, Inc., develops, prepares, prints, and supplies these items for Auxiliary use to conduct the Public Education Program. These items are distributed through unit Materials

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B. Government Property.

1. Federal Real Property.

- a. An Auxiliary unit may be granted written permission for long term use and occupancy of Federal real property (buildings and land). Use and occupancy must be for authorized Auxiliary activities. A District Commander must consider such use as necessary and desirable. The Auxiliary unit must follow all legal provisions for property use. Property, in which the CG or another federal agency has the title or right, or which is excess or surplus, may be requested for Auxiliary use. Such request is subject to the necessary operational, engineering, and budgetary approval stated in the Real Property Management Manual (COMDTINST M11011.13 (series)).
- b. Any such use/occupancy are subject to immediate repeal if such use/occupancy does not conform to CG policy. Written permission to use and to occupy CG property shall contain the conditions under which the Auxiliary may make new construction or remove existing structures. Directors shall coordinate requests with their District Property Officer.
- c. The CG cannot authorize transfer of title to federal real property to an Auxiliary element. Any permanent improvement, alterations, additions or fixtures placed on the property shall become and remain United States property.
- d. When granting an Auxiliary unit permission to use and to occupy federal real property, predominant support shall come from the Auxiliary unit itself. In granting permission to an Auxiliary unit for use and for occupancy of federal property, such permission in no way binds the CG to provide any support. However, limited support may be given by the CG for improvements on the property and for maintenance or removal of existing structures. This support can be from appropriated funds and is limited to architectural and engineering services, and loan of CG equipment incident to construction, maintenance or removal.

- e. CG personnel will not normally be assigned to duties involving actual construction, maintenance or removal. The CG will perform necessary intermediary functions and, when specifically requested, for getting permission for removals, improvements, or new construction from federal, state and local governments. The CG shall lend the full strength of its good will to Auxiliary support for installations on federal property with specific CG approval.
2. Maintenance or Improvements. Any property to which permission for use and for occupancy has been granted, must be prominently identified by a sign naming the unit. The sign must state the unit is a part of the CG Auxiliary. The Auxiliary is expected to carry out any new construction and improvements. All such actions must follow local zoning codes. This work includes codes dealing with plumbing, environmental protection, sewage disposal, and electrical wiring. Waterfront improvements can be made only after approval of the federal, state or local government agency holding jurisdiction over the property. Any construction and improvement must conform to sound civil engineering practices, together with current CG standards and directives. When the Auxiliary is located on an active CG shore facility, any proposed new construction and improvements shall be consistent with existing facilities and compatible with any long-range Unit Development Plan. When granting use and occupancy to the Auxiliary, maintenance of land, buildings, or structures shall follow existing CG standards and directives. The Auxiliary must keep buildings, piers, and grounds in a good and safe state of repair. The Auxiliary must keep the appearance of the premises in a neat and orderly condition.

C. Coast Guard Personal Property.

1. General. Auxiliarists, loaned or given custody of CG or Auxiliary owned personal property, may use said property for authorized activities only. The property shall be accounted for and returned to the government upon request. In any event, Auxiliarists shall return property upon ending Auxiliary membership, transferring to retired status or to another unit, or if the property is no longer needed. Members shall immediately report, to the appropriate CG authority, the loss, damage or theft of CG property.
2. Auxiliary Officers. All elected and staff officers shall develop and maintain records, data and documents appropriate for their office. Officers shall account for these items and transfer them to their successors. The same procedures is followed for any other CG, Auxiliary or other accountable property, money, manuals and equipment. Officers shall annually account for all such property and funds on unit inventories, whether or not being replaced in office.

3. Appropriated Funds. Auxiliary activity support may entail the budgeting of additional appropriated funds. In addition, appropriated funds may be budgeted for equipment and materials purchased for an Auxiliary unit's internal administration. This accounting applies to activities conducted on either government property or elsewhere.
4. Such materials would include, but not be limited to:
 - a. Office equipment and furnishings and computers.
 - b. Training devices, equipment workbooks and texts.
 - c. Stationery and related office supplies.
 - d. Projectors, slide kits, motion pictures, or transparencies.
 - e. Classroom equipment or furnishings.
 - f. Public relations materials, cameras, videotapes.
 - g. Operational equipment.
5. CG Issued Property. The CG may purchase or issue equipment to Auxiliary units. This action applies to equipment used for training of members, operational or other authorized activities, or for internal unit administration. Such equipment loaned by District Commanders will be documented by custody receipts. The Auxiliary unit must show a definite need for the equipment for Auxiliary purposes. The equipment will be treated as CG property while in custody of the Auxiliary unit, and Directors will report all items under the Personal Property Accountability (PPA) system. Directors will be supplied with periodic reports, as required, accounting for all property on loan to Auxiliary units. Government furnished equipment is authorized for use to support the Auxiliary's public education efforts.
6. Surplus and Excess Property.
 - a. Excess government property are those items no longer required for federal purposes. However, other federal agencies may still need the property. Under Federal Property Management Regulations, excess personal property must be referred to the General Services Administration (GSA) for screening by other federal agencies. Such action must be done before the GSA can make a surplus declaration. The determination property, once excess, requires later steps in property disposal are a complicated and intricate process. Depending on the value and condition of the property, the later steps in property disposal which are complex and lengthy.
 - (1) The availability of federal excess property provides the Auxiliary many opportunities to obtain materials to help

various Auxiliary programs. Directors are encouraged to set up liaison with CG property officers to:

- (a) Let them know of items required by the Auxiliary.
 - (b) Screen required items.
 - (c) Freeze items for loan to the Auxiliary.
- b. Surplus property are those CG determined by GSA to be no longer required by government. GSA assigns the surplus designation if no federal agency has requested and effected transfer of the property by the surplus release date. Federal Property Management Regulations require screening of surplus property by authorized personnel. Screening through GSA donation channels must be accomplished before outright donation of surplus property to the Auxiliary.
- c. Under 14 U.S.C. § 641(a), the CG may donate CG surplus property to the Auxiliary (including any authorized incorporated units) after GSA screening. Directors shall maintain a file of property or material requests received from Auxiliary units. Directors should set up liaison with property officers to establish procedures for local screening of surplus property following the Property Management Manual (COMDTINST M4500.5 (series)).
- d. Acquisition of excess federal property by Auxiliarists shall be processed and accounted for by Directors when the material is intended for use in the district. Auxiliary national staff officers, however, shall forward their requests to Commandant (G-OCX-1), via their department chief for processing and later accounting. Appropriate district property personnel will verify compliance with the Property Management Manual (COMDTINST M4500.5 (series)).
- e. CG surplus property may be donated to an Auxiliary unit under the provisions of 14 U.S.C. §641. This authority is limited to material to be used for Auxiliary unit administration, for Auxiliary member training, for operational and other authorized activities, or for public education in boating safety. **Under no circumstances will such property be transferred to an Auxiliary unit for the full or part time private use of Auxiliary members.** Types of CG surplus property for loan include, but are not limited to:
 - (1) Office labor-saving devices (computers, adding machines)
 - (2) Audio visual equipment.
 - (3) Training devices and texts.

- (4) Furniture and rugs.
- (5) Classroom equipment.
- (6) Radio transceivers and TV receivers.
- (7) Household and galley appliances.
- (8) Tools for building and grounds improvement and maintenance.
- (9) Boats and other operational equipment.
- (10) Any other equipment or material considered appropriate by the District Commander to support mission needs.

f. The following procedures shall be used in acquiring CG surplus property for the Auxiliary. An Auxiliary unit must identify their need for surplus property in writing to the Director. The Director must verify the need for this property and ensure the unit can support the equipment if acquired. Upon approval of the Director, the request is forwarded to G-OCX-1, who is responsible to judge the relative need if the property is desired by more than one Auxiliary unit. Once verified by the G-OCX-1, the request is forwarded to G-CFM-3 for action. If the property is available, G-CFM-3 will approve the request and prepare the required transfer documents for signature. The property is then transferred to the Auxiliary unit.

g. District Commanders may direct the survey of CG property loaned to the Auxiliary to

- (1) Verify and report the loss of, or abnormal damage to, property. Attest to the probability or lack of negligence for such loss or damage.
- (2) Report the condition of property recommended for replacement or disposal.
- (3) Authorize adjustment of accountable supply records.

7. Other Property. Forfeited property, voluntarily abandoned property, and abandoned and unclaimed property are not considered appropriate for transfer, donation, lease or loan to Auxiliary members.

D. Auxiliary License Signature Authority.

1. Under the authority of 14 U.S.C. §§ 92(f), 821, 822 and 49 CFR Section 1.46(b), all Auxiliary flotilla commanders, division captains, district commodores and the National Executive Committee are delegated the authority to negotiate, execute, renew, modify and end licenses and similar use agreements for the Auxiliary's use of real property from

Federal and non-Federal entities. This authority shall not be exercised unless the appropriate district legal officer (DSO-LP) has reviewed and approved, or negotiated if necessary, the license or similar agreement. This authority is not to be construed as authority to activate, deactivate or move facilities or spend appropriated funds. No further delegation or redelegation of this authority is permitted.

2. A sample license agreement is available from the district legal officer (DSO-LP). Members shall use this agreement when practical. If licensors insist on using their own license agreement form, the district legal officer shall insure, as a minimum, the Federal Tort Claims Act Liability provision in the sample license agreement is substituted for any liability, indemnification or hold harmless provisions specified in the licensor's agreement.
3. The licensor's agreement, if used, must specify the Auxiliary unit, not the CG, is the licensee or party to the agreement.
4. An agreement by itself, which requires monetary payment, is not outside the scope of this delegation. This scope includes such payments as reimbursement for expenses of the licensor for the purchase of plaques or other items, or the payment for meals or hotel accommodations. This fact is true when clearly no appropriated funds are being spent or committed. The point must be clear the Auxiliary is solely responsible for payment using Auxiliary funds.
5. Additional guidance on this matter may be obtained from Auxiliary Department Chief of Legal Affairs (DC-L) in conjunction with the Headquarters Office of General Law (G-LGL).

E. Other Agencies.

1. Various agencies help the Auxiliary promote courtesy marine examinations and public education activities on water resource projects under their control. The agencies include the Corps of Engineers, National Park Service, Bureau of Land Management and the Tennessee Valley Authority. Reservoirs, impoundments, and other recreational water resource projects are popular among thousands of boaters who trailer boats from inland areas. Many boaters have had little or no boating safety indoctrination. To help with such instruction, liaison has been established with applicable agencies. General approval has been received for providing the Auxiliary with available facilities wherever practicable. Before Auxiliary units use any of these facilities for operations, PE or CME programs, the Director must contact the appropriate agency manager to establish liaison. And to be provided

information and guidance about expected Auxiliary activity. Their full cooperation, as a courtesy and as a practicality, must be obtained.

2. The CG has a cooperative policy with the Public Building Service of the General Services Administration (GSA) concerning CG Auxiliary use of available space in GSA controlled buildings to conduct public education courses. Due to expanding Auxiliary education programs, the need for classroom space is increasing. Often a problem of suitable classroom space availability presents scheduling difficulties for sponsoring Auxiliary units. Conveniently located GSA controlled building spaces, largely in metropolitan areas, should, if made available to the Auxiliary, provide valuable additional classroom resources. When potential classroom spaces are under its control, GSA will be pleased to help the CG. Such actions are subject to the Federal Property Management Regulations. Directors are authorized and encouraged to help Auxiliary units get these classroom spaces.

F. Coast Guard Mutual Assistance.

1. Coast Guard Mutual Assistance (CGMA) is a program set up to give aid in time of certain emergency or educational needs. The Mutual Assistance Program is available to assist all members of the CG family. Portions of the program are available to Auxiliary members.
2. Auxiliary members are eligible to participate in the CGMA's emergency loan program, general assistance program and the Admiral Roland student loan program. Members who desire to apply for assistance under any of these CGMA programs should contact the Director or any nearby CG unit.
3. Funds for the program come solely from annual voluntary and tax deductible contributions made by members of the CG family, from other individuals, and from revenues derived from investment of accrued capital. All Auxiliary flotillas and/or individual members are encouraged to make a financial contribution to the program when the annual drive is announced.
4. One of CGMA's central purposes is an Emergency Loan Program set up to provide member financial assistance when involved in emergency situations beyond their control. Emergency loans are generally authorized only in circumstances which impose a serious financial or personal hardship on the applicant unless immediate assistance were granted to relieve the situation. All emergency loans are interest free.

- a. What qualifies as an emergency situation? The following types of situations would justify an emergency loan Auxiliaries:
 - (1) Basic Maintenance. Emergency loans may be available to all CG members who suffer sudden financial or personal loss and are incapable of maintaining their necessary family support services. Items of basic maintenance include food, clothing, shelter, rent, utilities, household goods, medical care, and related expenses. Emergency assistance for basic maintenance may extend for no longer than three months.
 - (2) Transportation at a Time of Illness. Necessary assistance may be provided to bring an adult relative to a member's home because of serious illness in the family or to provide special care for the spouse or children. Transportation of a member's spouse and children to a relative's home may be authorized at a time of serious illness.
 - (3) Travel Assistance for Family Members. If a member is seriously ill, emergency travel assistance may be provided to family members not in the immediate vicinity.
- 5. General Assistance Program. Occasionally, members have financial needs not covered by other CGMA programs. General assistance differs from the emergency loan program because the qualifying circumstances do not immediately endanger personal well-being or require urgent help. General assistance is granted only when unexpected events or long-term expenses cause a serious financial burden and a financial need is demonstrated. General assistance loans are interest free.
 - a. What circumstances qualify? Unexpected financial need, not requiring immediate emergency attention, may be considered for general assistance. Particular qualifying circumstances are as follows:
 - (1) Funeral Expenses. CGMA may provide funds to members to help defray the cost of a funeral for an immediate family member.
 - (2) Travel. General assistance funds may be available under certain travel conditions.

- (3) Car Repairs. Loans may be given to members for unexpected or major car repairs. This area does not include assistance for minor maintenance and repairs.
 - (4) Vocational and Technical Training. CGMA may provide up to \$750 to applicants unable to pay for vocational or technical training from their own resources. This assistance is intended to help pay the initial costs of short-term courses of bona fide use in the applicant's business or occupation. These courses must be approved by the Department of Veteran's Affairs (VA).
- b. What does not qualify? The following situations do not normally qualify for General Assistance.
 - (1) Cost of marriage.
 - (2) Costs involving business ventures.
 - (3) Repayment of loans to family members or friends.
 - (4) Gambling debts.
 - (5) Financial purchases of non-essentials or debts created by such purchases.
 - (6) Court fees, fines, judgments, liens, bail, and legal fees.
 - (7) Payment of personal or property taxes.
 - (8) Elective surgery.
 - (9) Purchase or payment on motor vehicles, licenses, registration, and insurance.
- c. How to apply. The application form is completed for loans under the above two programs and submitted to the mutual assistance representative at the closest CG unit. A copy of this form is shown in Appendix 6-A. For those members not resident near a CG unit, the form should be mailed to the Director, who will forward it to the appropriate CGMA representative. The request must contain complete financial disclosure as provided on the form. The member's flotilla commander will verify and endorse the member's need for assistance before the form is submitted.
- d. Loan Repayment. With either a CGMA representative's or a CGMA district director's approval, loans may be repaid in lump sums or in regular payments, normally up to six months for Emergency Loans or up to 36 months for general assistance loans. If the member is reimbursed by insurance, government, or some other source, the loan shall be repaid in a lump sum.

6. Admiral Roland Student Loan Program. The Admiral Edwin J. Roland student loan program is offered to CGMA members and their families to assist them in post-secondary education. United Student Aid Funds (USA Funds), a private not-for-profit agency, administers the program under guidelines set by the U.S. Department of Education and makes student loans available through participating financial institutions. Student loans are fully guaranteed by USA Funds on the basis of reserves supplied by CGMA. This program is available to students with family adjusted gross income of \$30,000 or less. An information brochure is available from the Director of Auxiliary or local CGMA Representative.
- a. How much may be borrowed? Federal regulations permit undergraduate students to borrow up to \$2,625 per academic year for the first year; up to \$3,500 for the second year; and \$5,500 for the remaining years of undergraduate study; with a maximum of \$23,000 allowed for undergraduate studies. Graduate students may borrow up to \$8,500 per academic year. The total amount which may be borrowed for both undergraduate and graduate studies is \$65,500.
- b. When must the loan be repaid? Monthly payment of principal and interest begins six months after the student leaves school, or falls to less than half time status and does not have a loan for the same period. Minimum monthly payment may be as little as \$50.00, with a maximum of ten years allowed to repay the loan. The bank however, may require higher monthly payments and a shorter repayment schedule.
- c. How to apply for a loan? The Admiral Roland Student Loan program is set up so loans are handled in a manner in which accommodates privacy and does not require a co-maker. To obtain a loan, these steps are followed:
- (1) The member or student obtains specially prepared application and supplemental information forms from the following address:
- Coast Guard Mutual Assistance
Commandant (HSC (a-1))
2100 Second Street S.W.
Washington, DC 20593-0001
- (2) After completing the application and supplemental information forms according to the instruction, send both to the CGMA Board of Control at the address above.

- (3) Students must reapply each academic year for subsequent loans.

G. Work-Life Program.

1. Auxiliarists may take full advantage of various benefits from the CG Work Life Program. Auxiliarists are entitled to participate in all program benefits, other than those for which the CG pays a per capita basis fee. Auxiliary members may contact their Director to learn about available benefits and application details.
2. The Work-Life delivery system identifies and responds to the needs of Auxiliarists and their families. Information and referral services are provided through the district Work-Life staffs. Representatives currently available to assist Auxiliarists are:
 - a. Family Program Administrator.
 - b. Wellness Coordinator.
 - c. Dependent Resources Coordinator.
 - d. Employee Assistance Program Coordinator.
 - e. Relocation Assistance Manager.
3. The representatives specialize in placing needed information and points of contact in the hands of those requesting assistance. The Work-Life program is intended to provide people with services which can be utilized at different stages of their personal and professional lives.
4. The Work-Life Staffs can be contacted by a single, toll free national USCG telephone number: 1-800-USCGWLS (1-800-872-4957).

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Appendix 6-A

Mutual Assistance Application Form

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